



CITY OF WATERTOWN APPLICATION PROCESS FOR A SUBDIVISION REQUEST (Minor Subdivision Application)

In the interest of expediting proposed minor subdivision applications, the following procedures are to be followed:

All applications are to be submitted to the City Engineer's Office, 245 Washington Street, Room 305, Watertown, New York 13601, but shall be addressed to the Planning Board of the City of Watertown, New York. The applications will be reviewed and, if all the information requested herein has been provided, then copies will be distributed as necessary.

The number of sets of the application to be submitted is 10. If a case arises whereby a proposed property subdivision involves a lot that extends beyond the City boundary, an additional set will be required so that we may alert the town involved.

A set is to be comprised of the following:

1. A detailed letter or statement of what the petitioner seeks to establish, (i.e. the proposed subdivision itself, the proposed future use of the property, and any other information that will aid the Planning Board in comprehending the petition. This narrative can also be accompanied by any additional data the petitioner wishes to include. The applicant for minor subdivision requests must be aware of the present zoning of the property to ensure that the resulting subdivided property adheres to all setback and other zoning regulations.
2. A survey map illustrating existing property lines as well as the newly proposed line(s).
3. A copy of the metes and bounds description (property deed) of the newly formed property or properties which will result if the application is approved.
4. A copy of the appropriate tax map of the proposed area that is requested to be changed, on which the applicant is to highlight the boundaries of the subject property as it presently appears in colored pencil or marker.
5. A completed State Environmental Quality Review (SEQR) form - example attached. This two-sided short form is the one usually needed and only "Side 1" is to be completed by the applicant. If it is decided that the longer form is needed to further assist the Board, one will be supplied by this office.

Petitions for Subdivision requests will be heard by the Planning Board. The Planning Board normally meets the first Tuesday of the month at 1:30 P.M. All referrals must be submitted 2 (two) weeks before the scheduled meeting and only those referrals included on the prepared meeting agenda will be considered.

If approved, the applicant must submit 1 (one) reproducible mylar and 2 (two) paper copies of the plat for signature of the clerk of the Planning Board. One of the paper copies is to be filed in the County Clerk's Office within 62 days of signing.

Also, the words "Subdivision Final Plat" should be added as the title of the drawing. After the plat is filed in the County Clerk's Office, the City Assessment Department will assign a new parcel number to the resulting parcel.

The following certification language should be also added to the mylar and paper copies:

"It is hereby certified that this subdivision final plat was approved by the Planning Board of the City of Watertown, New York on _____, pursuant to Sections 32, 33 and 34 of the General City Law."

Planning and Community
Development Coordinator